

Mon	Tue	Wed	Thu	Fri
	1 Holiday	2 Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay Submit November BES Premium Reward Discrepancy Report (PM4405) dated 1/1 required for December Health Care Reconciliation	3	4 Semi-Monthly Salaried Payroll Paperwork Deadline 12/25 - 1/9 PMIS Update Deadline 12/25-1/9 Bi-Weekly Wage Employee Pay Day
7	8 Distribute Year End Certification to Agencies	9 Notify PSB of any PMIS Changes affecting 12/25- 1/9 Classified Employees Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 1/18 Wage Pay Day Cycle 1 12/23 - 1/5 Cycle 2 12/24 - 1/6 Cycle 3 12/21 - 1/3	10 Semi-Monthly Salaried Payroll Certification Deadline 12/25-1/9 CIPPS Leave Paperwork Deadline 12/25-1/9	11 2018 Calendar Year-End Certification Due
14 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay	15 CIPPS Leave Keying Deadline - 12/25-1/9 Bi-Weekly Wage Payroll Certification Deadline for 1/18 Wage Pay Day Cycle 1 12/23 - 1/5 Cycle 2 12/24 - 1/6 Cycle 3 12/21 - 1/3	16 Semi-Monthly Salaried Employee Pay Day Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	17 Distribute VEC FC-20 Tax Returns to Agencies	18 Holiday Bi-Weekly Wage Employee Pay Day
21 Holiday	22 Semi-Monthly Salaried Payroll Paperwork Deadline 1/10 - 1/24 PMIS Update Deadline 1/10-1/24	23 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/1 Wage Pay Day Cycle 1 1/6 - 1/19 Cycle 2 1/7 - 1/20 Cycle 3 1/4 - 1/17	24	25 Notify PSB of any PMIS Changes affecting 1/10-1/24 Classified Employees
28 Semi-Monthly Payroll Certification Deadline 1/10-1/24 CIPPS Leave Paperwork Deadline 1/10-1/24	29 Bi-Weekly Wage Payroll Certification Deadline for 2/1 Wage Pay Day Cycle 1 1/6 - 1/19 Cycle 2 1/7 - 1/20 Cycle 3 1/4 - 1/17	30 Last Day for Distribution of W-2's to Agencies Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	31 December Healthcare Certification Due CIPPS Leave Keying Deadline - 1/10-1/24	

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1 122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960

Cycle 2 133, 136, 141, 143, 201, 241, 848, 948

Cycle 3 127, 146, 181, 199, 239, 403, 405, 411, 942